



# **VA Community Living PPL Web Portal User manual**



# Logging in



# Web Portal

User Name:

Password:

Save Your User Name On This Computer

- [Online User Registration](#)
- [Forgot Username or Password](#)
- [Download Adobe Acrobat Reader](#)

## PPL Overview

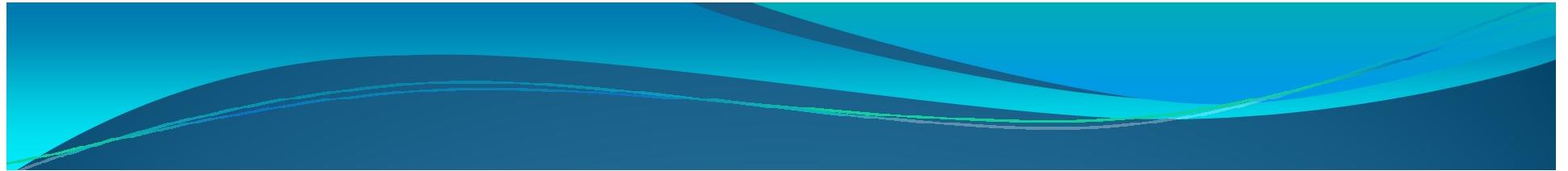
PPL was established in 1999 as an affiliate of Public Consulting Group (PCG), a national management consulting firm. PCG provides consultation and outsourcing to health and human services organizations that improve their service quality, operations, and fiscal performance. PCG is based in Boston, Massachusetts and has over 500 employees with offices in 21 states. PPL was initially formed to provide assistance to the Robert Wood Johnson Foundation's national pilot demonstrations in Self-Determination. PPL offers a rich array of fiscal intermediary and related administrative services to public agencies and participants seeking to develop consumer-directed services and supports. Currently, PPL serves more than 20,000 consumers in 12 states.

## Resources

- [User Manual](#)

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Enter your username and password to log in



# Public Partnerships Web Portal

## Program and Role Selector

You have access to more than one program. Please select a program and role you want to use.

Program:

VA AAA BAY Program

VA AAA JABA Program

VA AAA VPAS Program

Role:

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Select the Agency you work for, from the drop down list. Click “Go” to continue



# Participant Enrollment

Welcome Peter Pan (External ID: 004945263) [Logout](#) ||| [Change Password](#)

**Web Portal**

Participant Search Attendant Search Contact Us

**Participant Search**

Participant Last Name  
Participant First Name  
Participant ID  
Peer Place Number  
Telephone  
BIN Number

Once you have logged in, you will be brought to the Participant Search page. Enter your participant's information to search for the person. You may enter information into one or more search fields. You may also click Search without entering anything in the search Fields and the search will return all Participants associated with your Agency.

If you would like to enroll a new participant, click the button on the bottom of the screen. We recommend searching for the participant first in case the information has already been entered.

## Add Participant

[Enroll a New Participant](#)

Please enter the following information. All fields are required for good to go, unless otherwise specified.

### Participant Demographic Information

Employee Placement *	- Select - <input type="button" value="▼"/>
AAA Name *	- Select - <input type="button" value="▼"/>
Peer Place Number	
First Name *	
Middle Name (optional)	
Last Name *	
Mailing Address	
Mailing Address 2 (optional)	
Mailing City	
Mailing State	VA <input type="button" value="▼"/>
Mailing Zip Code	
Phone	
Alt. Address (optional)	
Alt. Address 2 (optional)	
Alt. City (optional)	
Alt. State (optional)	VA <input type="button" value="▼"/>
Alt. Zip Code (optional)	
Alt. Phone (optional)	

Enter the participant's demographic information here. You must enter the AAA name (your agency's name) and chose a Yes or No in the Employee Placement field. Yes means participant will be hiring his/her own employees. No means all services will be sought through the AAA.

Continued on next page...

PPL Admin use only

[Copy Participant Address Information from Above](#)

Employer of Record

EOR First Name  
EOR Last Name  
Preferred Name (optional)  
SSN  
Address  
Address 2 (optional)  
City  
State  
Zip Code  
Phone  
E-mail (optional)

Service Coordinator

Service Coordinator [- Select -](#) [View/Edit Service Coordinator](#) [Add New Service Coordinator](#)

[Save](#) [Cancel](#)

PPL Admin use only

When participant has employee placement, participant will be set up as an Employer by PPL. In some cases the Employer Of Record (EOR) will be someone other than the participant. Regardless, EOR information must be filled out even if the participant is also an EOR.  
Please associate the participant to a Service Coordinator at the bottom of the screen

PPL Admin use only

### Add Service Coordinator

Service Coordinator

First Name (optional) *	<input type="text"/>
Last Name (optional) *	<input type="text"/>
Address (optional) *	<input type="text"/>
Address2 (optional)	<input type="text"/>
City (optional) *	<input type="text"/>
State (optional) *	- Select - <input type="button" value="▼"/>
ZipCode (optional) *	<input type="text"/>
Phone No (optional) *	<input type="text"/>
Fax Number (optional)	<input type="text"/>
EMail (optional) *	<input type="text"/>

PPL Admin use only

If you've clicked on Add Service Coordinator, (SC) please fill out the information asked for in this screen. This information is what PPL will use to contact the appropriate SC if there is a question about a particular participant.



# Authorizing budgets and services

## Participant Profile

### Participant Demographic Information

Employee Placement	VPAS
AAA Name	
Peer Place Number	
First Name	Tester
Middle Name (optional)	
Last Name	Adam
Mailing Address	111 VA WAY
Mailing Address 2 (optional)	
Mailing City	Fair Fax
Mailing State	VA
Mailing Zip Code	23219
Phone	6174262026
Alt. Address (optional)	
Alt. Address 2 (optional)	
Alt. City (optional)	
Alt. State (optional)	
Alt. Zip Code (optional)	

Alt. Phone (optional)	
Date of Birth (MM/DD/YYYY)	07/01/1929
Gender (optional)	M
Primary Language (optional)	ENGLISH

### Employer of Record

Address 2 (optional)	
Employer ID Number (EIN)	E0000036

### Service Coordinator

Service Coordinator ID : 004945263

[Edit Participant](#) [Service Authorizations](#) [Associated Attendants](#) [Print Forms](#)

Go back to the Participant Profile and click on Service Authorizations to enter the participant's budget and service authorizations.

## New Budget

Create New Savings Period

Participant First Name: **Tester**  
Participant Last Name: **Adam**  
Participant ID Number: **C000068**

Start Date: **7/1/2009**  
End Date: **3/31/2010**

[Continue](#)

The first thing you will be asked to do is to enter the new “savings period”. All unused authorized funds will be pooled into the “savings budget” for later use to cover past-due timesheets and invoices, as well as purchases over \$1200/month limit, when appropriate.

The savings period should always begin on 7/1/2009 and end on 3/31/2010 for this program.

Click Continue to proceed to budget creation screens

## Budgets For Tester Adam (ID#C000068)

Savings Period:

7/1/2009 - 3/31/2010

[New Savings Period](#)

Total Budget:

\$0.00

Current Savings Amount:

\$0.00

Total Allocated:

\$0.00

Current Savings Allocated:

\$0.00

Total Spent:

\$0.00

Current Savings Spent:

\$0.00

Total Balance:

\$0.00

Current Savings Balance:

\$0.00

### ***Monthly Budgets:***

You do not have any Monthly Budgets. To create a budget, click on New Budget button below

### ***Savings Budget:***

Budget Id	Amount	Allocated	Spent	Balance	Detail
2510000	\$0.00	\$0.00	\$0.00	\$0.00	<a href="#">Budget Detail</a>

[New Budget](#)

[Back to Participant Profile](#)

Click on New Budget to create the new monthly budget for the participant. This is where you can authorize how much money the participant may spend in a month.

Current Savings Amount: \$0.00  
Current Savings Allowed: \$0.00  
Current Savings Spent: \$0.00  
Current Savings Balance: \$0.00

Please enter the amount and date range for the new budget.

Budget Amount:   
Start Date:   
End Date:

Spent	Balance	Detail
\$0.00	\$0.00	Balance

The maximum amount that you can authorize per month is \$1,200, per rules of the program. The budgets must begin and end within the same month (so if the begin date is in September, the end date must also be in September). Unused funds in the budget will be swept into the Savings Budget 45 days after the end of the budget month. Attendants and Agencies are instructed to submit all timesheets and invoices for that month by that date.

Once the budget entry is completed, click Create to proceed to set up service authorizations.

## Budgets For Tester Adam (ID#C000068)

Savings Period:

Total Budget:	\$1,200.00	Current Savings Amount:	\$0.00
Total Allocated:	\$0.00	Current Savings Allocated:	\$0.00
Total Spent:	\$0.00	Current Savings Spent:	\$0.00
Total Balance:	\$0.00	Current Savings Balance:	\$0.00

Budget successfully created.

### Monthly Budgets:

Budget Id	Start	End	Amount	Allocated	Spent	Balance	Detail	Action
2520000	7/1/2009	7/31/2009	\$1,200.00	\$0.00	\$0.00	\$0.00	<a href="#">Budget Detail</a>	 

To authorize services to be purchased with the budgeted funds, click on Budget Detail.

## Budget Detail For Tester Adam (ID#C000068)

Budget: \$1,200.00

Total Allocated Funds: \$0.00 Total Authorizations: \$0.00 Start Date: 7/1/2009

Total Unallocated Funds: \$1,200.00 Total Spent: \$0.00 End Date: 7/31/2009

Total Balance: \$0.00

There are no Service Authorizations for this Participant.

[New Service Authorization](#)

[Back to Budgets](#)

[Back to Participant Profile](#)

Click “New Service Authorization” on this screen to proceed.

**Create New Service Authorization (\* required)**

Please enter the following information to request a new Service Authorization

\* Service Type: S5126TS: Personal Care Services

Notes/Comments:

- Select -  
ADC-INV: Adult Day Care Service  
ASD-INV: Assistive Devices Service  
ASTL-INV: Assisted Living Service  
CBCHECK: Criminal Back Ground Check  
CHORE-INV: Chore Services  
DCARE-INV: Dental Care Service  
DMSP-INV: Disposable Medical Supply  
GCR-INV: Groceries Service  
HDML-INV: Home Delivered Meal  
HMHR-INV: Home Rehabilitation  
PERS-INV: Personal Emergency Response  
PRMD-INV: Prescription Medication  
RCRD: Recreational Device Service  
S5126INV: Personal Care Service  
**S5126TS: Personal Care Services**  
S5136INV: Companion Services  
S5136TS: Companion Services  
S5150INV: Respite Services  
S5150TS: Respite Services

\* Start Date: 8/1/2009

\* End Date: 8/31/2009

Available Funds: \$1,200.00

\* Dollars: 400

**Create**   **Cancel**

Create the services the participant is authorized to receive and the appropriate dollar amount you are authorizing for each service.  
The list of available and program approved services is available in the drop down menu.

## Budget Detail For Tester Adam (ID#C000068)

Budget: \$1,200.00

Total Allocated Funds: \$400.00 Total Authorizations: \$400.00 Start Date: 7/1/2009  
Total Unallocated Funds: \$800.00 Total Spent: \$0.00 End Date: 7/31/2009  
Total Balance: \$400.00

Your Service Authorization Request was approved.

Service	Attendant	Start Date	End Date	Line Total	Paid	Invoiced	Balance	Note	Status	Action
SS126TS: Personal Care Services		7/1/2009	7/31/2009	\$400.00	\$0.00	\$0.00	\$400.00	Personal care independent provider	Approved	  
Total:				\$400.00	\$0.00	\$0.00	\$400.00			

[New Service Authorization](#)

[Back to Budgets](#)

[Back to Participant Profile](#)

detail

edit

delete

Once you have created the authorization line, you may use the buttons on the right of the screen to view detail, edit, or delete the line. You will not be able to delete the line once services are billed against it. You also will not be allowed to edit the dollar amount to less than what has been billed against the authorization to date.

## Budget Detail For Tester Adam (ID#C000068)

Budget: \$1,200.00

Total Allocated Funds:	\$1,150.00	Total Authorizations:	\$1,150.00	Start Date:	7/1/2009
Total Unallocated Funds:	\$50.00	Total Spent:	\$0.00	End Date:	7/31/2009
		Total Balance:	\$1,150.00		

Your Service Authorization Request was approved.

Service	Attendant	Start Date	End Date	Line Total	Paid	Invoiced	Balance	Note	Status	Action
CBCHECK: Criminal Back Ground Check		7/1/2009	7/31/2009	\$50.00	\$0.00	\$0.00	\$50.00		Approved	
RCRD: Recreational Device Service		7/1/2009	7/31/2009	\$300.00	\$0.00	\$0.00	\$300.00		Approved	
SS126TS: Personal Care Services		7/1/2009	7/31/2009	\$400.00	\$0.00	\$0.00	\$400.00	Personal care independent provider	Approved	
SS150INV: Respite Services		7/1/2009	7/31/2009	\$400.00	\$0.00	\$0.00	\$400.00		Approved	
Total:				\$1,150.00	\$0.00	\$0.00	\$1,150.00			

[New Service Authorization](#)[Back to Budgets](#)[Back to Participant Profile](#)

Once you have created all of the service authorizations for the month, you click Back to Budgets to return to the Budget detail screen.

## Budgets For Tester Adam (ID#C000068)

Savings Period: 7/1/2009 - 3/31/2010

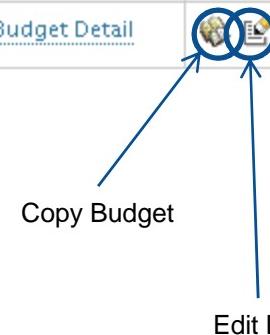
Total Budget:	\$1,200.00	Current Savings Amount:	\$0.00
Total Allocated:	\$1,150.00	Current Savings Allocated:	\$0.00
Total Spent:	\$0.00	Current Savings Spent:	\$0.00
Total Balance:	\$1,150.00	Current Savings Balance:	\$0.00

### Monthly Budgets:

Budget Id	Start	End	Amount	Allocated	Spent	Balance	Detail	Action
2520000	7/1/2009	7/31/2009	\$1,200.00	\$1,150.00	\$0.00	\$1,150.00	<a href="#">Budget Detail</a>	 

### Savings Budget:

Budget Id	Amount	Allocated	Spent	Balance	Detail
2510000	\$0.00	\$0.00	\$0.00	\$0.00	<a href="#">Budget Detail</a>



[New Budget](#)

[Back to Participant Profile](#)

You can see now that the budget detail screen reflects the authorizations you just set up in the budget. You can copy the month's budget for the following month if you'd like.

## Budgets For Tester Adam (ID#C000068)

Savings Period: 7/1/2009 - 3/31/2010

Total Budget:	\$1,200.00	Current Savings Amount:	\$0.00
Total Allocated:	\$1,150.00	Current Savings Allocated:	\$0.00
Total Spent:	\$0.00	Current Savings Spent:	\$0.00
Total Balance:	\$1,150.00	Current Savings Balance:	\$0.00

### Monthly Budgets:

Budget Id	Start	End	Amount	Allocated	
2520000	7/1/2009	7/31/2009	\$1,200.00	\$1,150.00	

**Copy Budget**

Please enter the date range for the new budget.

Start Date:

End Date:

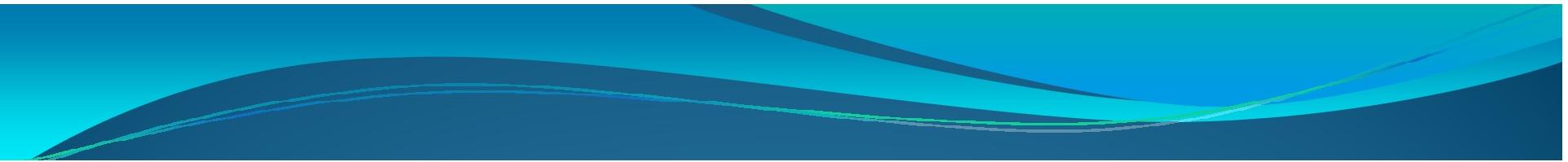
### Savings Budget:

Budget Id	Amount	Allocated	Spent	Balance	Detail
2510000	\$0.00	\$0.00	\$0.00	\$0.00	<a href="#">Budget Detail</a>

[New Budget](#)

[Back to Participant Profile](#)

Once you click “copy budget” button, you will be asked to enter the date range for the next budget. Again, the budget must begin and end within the same calendar month. After entering the date range for the new budget, click Copy to copy the budget.



**Budget Period:**

Total Budget:	\$3,420.00	Current Savings Amount:	\$802.00
Total Authorized:	\$2,060.00	Current Savings Authorized:	\$0.00
Total Spent:	\$0.00	Current Savings Spent:	\$0.00
Total Balance:	\$2,060.00	Current Savings Balance:	\$0.00

### ***Monthly Budgets:***

Budget Id	Start	End	Amount	Allocated	Spent	Balance	Detail	Action
50000	1/1/2009	4/1/2009	420	\$420.00	\$0.00	\$420.00	<a href="#">Budget Detail</a>	
130000	4/2/2009	4/30/2009	\$1,000.00	\$400.00	\$0.00	\$400.00	<a href="#">Budget Detail</a>	
180000	8/1/2009	8/31/2009	\$1,000.00	\$520.00	\$0.00	\$520.00	<a href="#">Budget Detail</a>	
170000	9/1/2009	9/30/2009	\$1,000.00	\$720.00	\$0.00	\$720.00	<a href="#">Budget Detail</a>	

If you clicked on “Edit Line”, you will see the option to edit budget amount. You can then click the icon to accept the budget change.

You can also click on Budget Detail to see detailed information about the budget and usage to date.

## Budget Detail For Tester Adam (ID#C000043)

Budget: **\$420.00**

Total Allocated Funds:	<b>\$420.00</b>	Total Authorizations:	<b>\$420.00</b>	Start Date:	<b>1/1/2009</b>
Total Unallocated Funds:	<b>\$0.00</b>	Total Spent:	<b>\$0.00</b>	End Date:	<b>4/1/2009</b>
		Total Balance:	<b>\$420.00</b>		

Service	Attendant	Start Date	End Date	Line Total	Paid	Invoiced	Balance	Note	Status	Action
CBCHECK: Criminal Back Ground Check		1/1/2009	4/1/2009	\$20.00	\$0.00	\$0.00	\$20.00		Inactive	
S5136TS: Companion Services		1/1/2009	4/1/2009	\$200.00	\$0.00	\$0.00	\$200.00		Inactive	
S5150TS: Respite Services		1/1/2009	4/1/2009	\$200.00	\$0.00	\$0.00	\$200.00		Inactive	
Total:				\$420.00	\$0.00	\$0.00	\$420.00			

See Details

Edit Line

Delete Line

New Service Authorization

Back to Budgets

Back to Participant Profile

On the Budget Detail screen, you can edit the authorization lines, delete them, or see details of the authorization. Click on See Details to look at spending against the authorization, balance, and authorization revisions.

## Service Authorization Detail

Service Authorization ID: AUL0000336

**Consumer Name:** Fullcycle Test  
**Consumer ID:** 9988778899887788  
**Medicaid ID:**  
**Vendor Name:**  
**Service Type:** Personal Care Services  
**Referral Status:** Approved

**Begin Date:** 7/1/2009  
**End Date:** 7/31/2009  
**Rate:** \$8.12  
**Unit Type:** HOUR  
**Units:** 49.26  
**Total Amount :** \$400.00

### Notes:

**Total Invoiced:** \$255.30

[Hide Detail](#)

Id	Provider	Service	Service Date	Units	Pay Rate	Billable Rate	Line Amount
VA0000427587	First Fullcycle	S5126TS: Personal Care Services	07/02/09	23.00	10	\$11.10	\$255.30

**Total Paid:** \$0.00

**Total Balance:** \$144.70

### Revision History: [Hide Revision](#)

Start Date	End Date	Rate	Amount	Status	Created By	Created Date	Modified By	Modified Date
07/01/09	07/31/09	\$8.12	\$400.00	Approved	vaaaatestadmin	09/16/09 10:24 AM	vaaaatestadmin	09/16/09 10:24 AM

[Back](#)

Service Authorization Detail screen lists payments made for the authorized service, balance remaining, as well as any authorization revisions, when applicable.



Printing  
Employer Packet  
forms

## Participant Profile

### Participant Demographic Information

Employee Placement	VPAS
AAA Name	
Peer Place Number	
First Name	Tester
Middle Name (optional)	
Last Name	Adam
Mailing Address	111 VA WAY
Mailing Address 2 (optional)	
Mailing City	Fair Fax
Mailing State	VA
Mailing Zip Code	23219
Phone	6174262026
Alt. Address (optional)	
Alt. Address 2 (optional)	
Alt. City (optional)	
Alt. State (optional)	
Alt. Zip Code (optional)	

Alt. Phone (optional)	
Date of Birth (MM/DD/YYYY)	07/01/1929
Gender (optional)	M
Primary Language (optional)	ENGLISH

### Employer of Record

Address 2 (optional)	
Employer ID Number (EIN)	E0000036

### Service Coordinator

Service Coordinator ID : 004945263

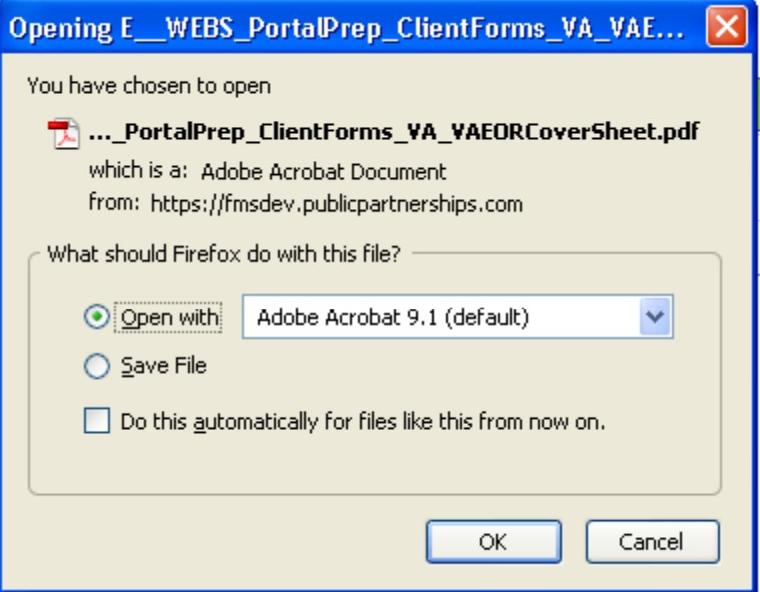
[Edit Participant](#) [Service Authorizations](#) [Associated Attendants](#) [Print Forms](#)

Back on the Participant Profile screen, you can click on “Print Forms” to access EOR packet forms. These are pre-populated and available for when the participant decides s/he will hire employees. Once the forms are signed by the participant, you or the participant will mail the forms to PPL for processing. PPL will then obtain a Federal Employer Identification Number from the government and the participant will be able to hire employees.

## Participant Forms For Tester Adam (ParticipantID#C000068)

- VA EOR Cover Sheet [Preview/Print](#)
- VA Signatory Authority [Preview/Print](#)
- VA R-1 [Preview/Print](#)
- VA FC 27 [Preview/Print](#)
- VA PAR 101 [Preview/Print](#)
- Form SS4 [Preview/Print](#)
- IRS Form 2678 [Preview/Print](#)
- IRS Form 2848 [Preview/Print](#)
- IRS Form 8821 [Preview/Print](#)

[Back](#)



You may save the forms and email them to the participant, or print them to be mailed by regular mail. PPL must receive the packet in its entirety, with original signatures.



# Associating Attendants

## Participant Search

Participant Last Name

Participant First Name

Participant ID

Peer Place Number

Telephone

EIN Number

[Search](#)

[Enroll a New Participant](#)

Participant	Participant ID	Peer Place Number	Birth Date	Good To Serve	EmployerNo	Phone	Participant Profile	Authorizations
ADAM, TESTER	C000068		07/01/1929	No	E0000036	6174262026	<a href="#">Participant Profile</a>	<a href="#">Authorizations</a>
EPPARD, JANE	C000109		11/11/1927	No	E0000086	540 298-2283	<a href="#">Participant Profile</a>	<a href="#">Authorizations</a>
KING, CLEVELAND	C000105	1233321456998413	02/28/1961	Yes	E0000082	8047373848	<a href="#">Participant Profile</a>	<a href="#">Authorizations</a>
LONG, VDA	C000107		11/20/1921	No	E0000084		<a href="#">Participant Profile</a>	<a href="#">Authorizations</a>
MARKS, VDA	C000076		11/11/1926	No	E0000053	540-568-1212	<a href="#">Participant Profile</a>	<a href="#">Authorizations</a>
MERICA, ROBERT	C000110		03/03/1933	No	E0000087	540-298-3456	<a href="#">Participant Profile</a>	<a href="#">Authorizations</a>
RICHARDSON, VDA	C000075		09/12/1931	No	E0000052	5404341027	<a href="#">Participant Profile</a>	<a href="#">Authorizations</a>
SHIFFLETT, JOSEPH	C000108		11/15/1932	No	E0000085	540-289-1111	<a href="#">Participant Profile</a>	<a href="#">Authorizations</a>

Go back to the Participant Search screen, and look for the participant you just added. You can now click on Participant Profile to add attendants, print EOR packet forms, edit information, and create service authorizations.

## Participant Profile

### Participant Demographic Information

Employee Placement	VPAS
AAA Name	
Peer Place Number	
First Name	Tester
Middle Name (optional)	
Last Name	Adam
Mailing Address	111 VA WAY
Mailing Address 2 (optional)	
Mailing City	Fair Fax
Mailing State	VA
Mailing Zip Code	23219
Phone	6174262026
Alt. Address (optional)	
Alt. Address 2 (optional)	
Alt. City (optional)	
Alt. State (optional)	
Alt. Zip Code (optional)	

Alt. Phone (optional)	
Date of Birth (MM/DD/YYYY)	07/01/1929
Gender (optional)	M
Primary Language (optional)	ENGLISH

### Employer of Record

Address 2 (optional)	
Employer ID Number (EIN)	E0000036

### Service Coordinator

Service Coordinator ID : 004945263

[Edit Participant](#) [Service Authorizations](#) [Associated Attendant](#) [Print Forms](#)

Once in the Participant Profile, click on Associated Attendants to add attendants who will be working for the participant.

## Associate Attendants to Participant (C000068 - Tester Adam)

No Associated Attendant Found.

[Show Disassociated Attendants](#)

[Back](#)

### Attendant Search

Attendant Agency/Vendor Name

Attendant First Name

Attendant Last Name

Attendant ID:

[Search](#)

The attendant search screen is similar to the participant search screen. Look for the attendant you need to associate to the participant.

## Attendant Search

Attendant Agency/Vendor Name

\*

Attendant First Name

Attendant Last Name

Attendant ID:

**Search**

Your search found 16 record(s). Click the Attendant Name to associate the Attendant.

Attendant Name	Attendant ID	Service Type
Tarzan Bigtail	E0160	Adult Day Care Service, Assistive Devices Service, Assisted Living Service, Chore Services, Personal Care Services, Companion Services, Respite Services
asdsa	E0170	Assistive Devices Service, Chore Services, Companion Services, Respite Services, Transportation Service
test	E0190	Recreational Device Service, Transportation Service

Once you have located the attendant you were looking for, click on the attendant's name to complete the association.

## Associate Attendants to Participant (C000068 - Tester Adam)

Attendant ID	Attendant Name	Phone Number	Attendant Type	Disassociate Attendant	Services
E0160	Tarzan Bigtail	6174262026	AG	<a href="#">Disassociate Attendant</a>	<a href="#">Services</a>

[Show Disassociated Attendants](#)[Back](#)

### Disassociate Attendant

Attendant Name: Bigtail Tarzan

Termination Date:

- Worker quit due to dissatisfaction with SDAC program
- Worker quit due to dissatisfaction with pay
- Worker quit due to scheduling issues
- Worker quit for unknown reasons
- Worker was let go due to performance issues
- Worker was let go due to member dissatisfaction
- Worker was let go due to scheduling issues
- Member was disenrolled from the SDAC program
- Other

[Disassociate](#)[Cancel](#)

Similarly, you may disassociate attendants, by clicking on the Disassociate Attendant button. In the screen that pops up you will be asked for a reason for the disassociation. Only associated attendants will be able to submit timesheets for a participant they are employed by.

Click on Services to specify which services the attendant will be performing.

## Participant Attendant Services

Services						
	Service Name	Service Description	Service Code	Maximum Rate	Desired Rate	Rates Count
<input type="checkbox"/>	Adult Day Care Service	Adult Day Care Service for Agency Providers	ADC-INV	As Negotiated	\$0.00	Rates [ 0 ]
<input type="checkbox"/>	Assisted Living Service	Assisted Living Service for Agency Providers	ASTL-INV	As Negotiated	\$0.00	Rates [ 0 ]
<input type="checkbox"/>	Assistive Devices Service	Assistive Devices Service for Agency Providers	ASD-INV	As Negotiated	\$0.00	Rates [ 0 ]
<input type="checkbox"/>	Chore Services	Chore Services for Agency Providers	CHORE-INV	As Negotiated	\$0.00	Rates [ 0 ]
<input type="checkbox"/>	Companion Services	Companion Services for Independent Providers	S5136TS	\$17.92	\$0.00	Rates [ 0 ]
<input type="checkbox"/>	Personal Care Services	Personal Care Services for Independent Providers	S5126TS	\$17.92	\$0.00	Rates [ 0 ]
<input type="checkbox"/>	Respite Services	Respite Services for Independent Providers	S5150TS	\$20.16	\$0.00	Rates [ 0 ]

### Add/Update Employee Service Rates

Save    Close

This Provider has No Services Rates to display

[Add New Rate](#)

Choose the services that the attendant will be performing. Independent providers will only be able to submit timesheets for the following services: S5136TS, S5126TS, S5150TS. All other services are for agencies only.

Once the services are selected, click on Rates to specify the pay rate at which this attendant was hired by this participant. Attendants may be hired by different participants at different pay rates.

Click on Add New Rate to continue.

## Add/Update Employee Service Rates

Employee Service Rates

	Employee No	Service Code	Rate	Start Date (mm/dd/yy)	End Date (mm/dd/yy)
<a href="#">Update</a> <a href="#">Cancel</a>	E0160	ADC-INV	10.84	7/1/2009	8/31/2009

[Add New Rate](#)

## Add/Update Employee Service Rates

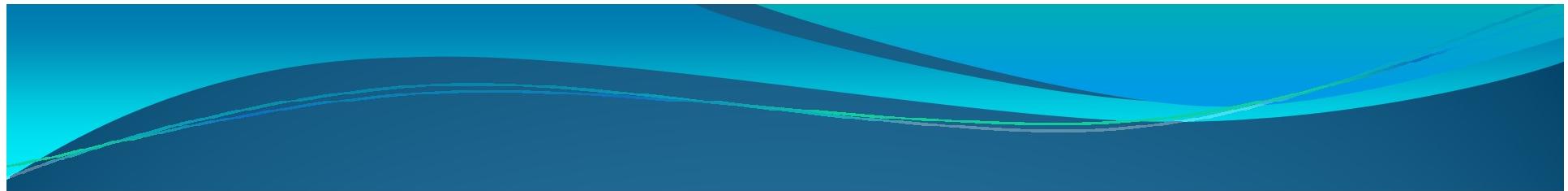
Employee Service Rates

	Employee No	Service Code	Rate	Start Date (mm/dd/yy)	End Date (mm/dd/yy)
<a href="#">Edit</a>	E0160	ADC-INV	10.84	07/01/09	08/31/09

[Add New Rate](#)

Enter the pay rate and the time period for which the rate is valid. This can be edited in the future. You may enter multiple rates for different time periods, if a pay increase was negotiated by the attendant at the time of hire.

# User Management

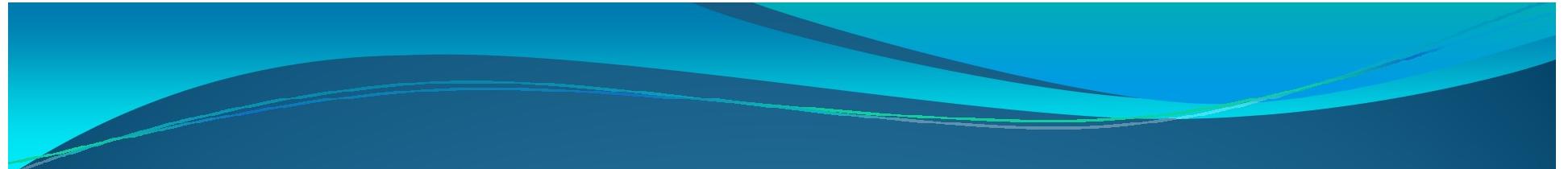


## Manage Users

Search for the user that you want to manage by setting one or more of the filters below. Then, click the Search button.

First Name:	<input type="text"/>	Last Name:	<input type="text"/>
User Name:	<input type="text"/>	Program Role:	<input type="text"/> AAA Administrator - Supervi... Consumer PPL Admin Service Coordinator VA AAA
User Is In Role:	Yes <input type="button" value="▼"/>	Date Entered Start:	<input type="text"/> 11/1/2007 <input type="button" value="Calendar"/>
Is Active:	Yes <input type="button" value="▼"/>	Date Entered End:	<input type="text"/> 12/3/2009 <input type="button" value="Calendar"/>
<input type="button" value="Search"/>			

The User Management module can be used for creating new users, as well as managing existing users. To add a new user, click the “Add New User” button.



## Add User Account

To add a new user, fill in the fields below and then click Submit.

First Name:	<input type="text" value="Molly"/>	Last Name:	<input type="text" value="Testname"/>
User Name:	<input type="text" value="MollyTest"/>	Email Address:	<input type="text" value="Mollytest@pcgus.com"/>
Is Active:	<input type="button" value="Yes"/>	Is Active Directory User:	<input type="button" value="No"/>
Password:	<input type="password" value="*****"/>	Confirm Password:	<input type="password" value="*****"/>
<b>Assign To Program Role</b>			
Program Role(s):	<input checked="" type="checkbox"/> AAA Administrator - Supervisor <input type="checkbox"/> Consumer <input type="checkbox"/> PPL Admin <input type="checkbox"/> Service Coordinator VA AAA		
<b>Linked To External Account - Search By Name</b>			
<input type="text" value="bay"/> <b>BAY AGING1 ID#E0050</b>			
Notes:	<input type="text"/>		
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>			

Enter the individual's First name, Last name, desired username, email address, and password. Passwords should be at least 8 characters in length, and contain at least 1 upper case letter, 1 number, and one special character (!@#\$%^&\*)

Check off the correct box under "Assign to Program Role" and start typing the person's name or Agency name under "Linked to External Account". The name table will populate and you will be able to select the correct individual from the list that will appear below. Click Submit when finished.

## User Account Added

The user account was successfully added to the system.

You have now successfully created a new user account. Please test it yourself before giving it to the individual who will be using it. You can test it by going back to the log in page, and logging in with the user ID and password you have just created.